



MICHAEL P. JUDGE
PUBLIC DEFENDER

LAW OFFICES
LOS ANGELES COUNTY PUBLIC DEFENDER
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July 5, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**OFFICE OF PUBLIC DEFENDER
FISCAL YEAR 2005-2006 BUDGET ADJUSTMENT
(ALL DISTRICTS – 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the attached appropriation adjustment in the amount of \$692,000 to realign and transfer one-time monies from Services and Supplies to Fixed Assets. The adjustment will help cover one-time costs for the functional design and configuration of the newly leased records storage warehouse facility.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The recommended action will allow the Office of the Public Defender to continue to address the crisis associated with the storage and retrieval of case files. California State Bar Rule 2001-157 requires that case files remain available to clients during their lifetimes. As a result, the office's ability to store and retrieve client case files is becoming increasingly difficult due to the volume of case files, the demand for immediate accessibility, and the lack of centralized storage facilities and personnel to obtain closed case files. The inability to retrieve closed case file records could expose the County to potential risk in terms of malpractice actions and disability claims resulting from current case file retrieval methods.

The Office of the Public Defender has addressed its storage and retrieval problem by creating a central physical storage site for all existing hard files and implementing an electronic document system to meet its "day forward" archiving needs for all future file storage and retrieval.

Your Board recently approved the Public Defender's lease of a storage warehouse facility. This budget adjustment is required to cover the cost for the functional design and configuration of the consolidated warehouse. Your Board also recently approved a Public Defender contract for high volume electronic and conversion of physical files to digital medium.

Implementation of Strategic Plan Goals:

The Countywide Strategic Plan directs that we provide organizational effectiveness and ensure that service delivery systems are efficient, effective, and goal oriented (Goal 3). It also directs that we enhance the quality and productivity of the County workforce (Goal 2) and that we provide the public with easy access to quality information and services that are both beneficial and responsive (Goal 1). Finally, the Countywide Strategic Plan directs that we strengthen the County's fiscal capability by being fiscally responsible (Goal 4). This recommended action will support the County's Strategic Plan Goals.

FISCAL IMPACT/FINANCING:

Funds for this purpose are budgeted in the Department's Fiscal Year 2005-06 budget. This budget adjustment will allow the Department to realign appropriation from the Services and Supplies budget to the Fixed Asset budget to cover the cost for this project and ensure the smooth operation of the storage facility for retrieval and tracking purposes.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

State Bar Rule 2001-157 requires that case files remain available to the clients during their lifetimes.

IMPACT ON CURRENT SERVICES OR PROJECTS:

Approval of this action will ensure that current year funding budgeted for this project is appropriately aligned to cover expenditures. This project will greatly affect the operations of the Public Defender by consolidating files into one Central location. Manual searching, retrieving, and returning files to various storage locations would be reduced significantly. Speedy retrieval of case files will result in quicker response times and will help us to meet the requirements of legal representations for priors, enhancements, investigations, and appeals.

The Honorable Board of Supervisors
July 5, 2006
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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael P. Judge". The signature is stylized with a large, looped "M" and a cursive "Judge".

Michael P. Judge

Public Defender

MPJ:JTY:j

c: Chief Administrative Officer
County Counsel

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S.
No.DEPARTMENT OF PUBLIC DEFENDERJune 29 2006

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2005-2006

3-VOTESOURCE

Public Defender
Services and Supplies
A01-PD-15200-2000
\$692,000

USES

Public Defender
Fixed Assets - *Equipment*
A01-PD-15200-6030
\$692,000

JUSTIFICATION

This budget adjustment is needed to re-align FY 05/06 appropriation with actual expenditures.



Robert E. Kalunian, Chief Deputy

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

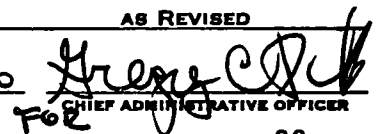
ACTION

APPROVED AS REQUESTED

AS REVISED

✓ RECOMMENDATION

JUNE 30 2006



CHIEF ADMINISTRATIVE OFFICER

AUDITOR-CONTROLLER BY

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

20

No. 424

6-30 2006

BY

DEPUTY COUNTY CLERK